

Role Profile and Specification – Head of Assets

Service Area	Resources
Role Title	Head of Assets
Location	Oxted/Agile
Reports to	Director of Resources The postholder will be a Head of Service and a member of the Council's Extended Management Team.
Salary/Grade	HOS2
Duration/Hours	Permanent/37 Hours

Service area purpose

Responsibility for:

- Strategic use of General Fund asset portfolio.
- Housing Development.
- Regeneration projects.
- Facilities Management.
- Garage Management.
- Inward investment and bid coordination.
- Project Delivery, eg physical infrastructure works to toilets, amenities, etc.
- Ownership of the Council's commercial property strategy.
- Commercial properties management.

Job purpose

The Head of Assets is responsible for Asset and Facilities Management. This includes managing and maximising benefit from the Council's investment, operational, community and other assets, including those owned by its subsidiary and oversight of the team responsible for delivering the Housing Development programme.

The role is responsible for ensuring the Council takes advantage of opportunities for inward investment in its assets, infrastructure and amenities and ensuring proper arrangements are in place to deliver regeneration schemes and other asset or infrastructure programmes.

The role is also responsible for ensuring the Council has a clear and consistent commercial property strategy.

Key objectives

- Lead on the formulation of policy, service development and performance improvement across all areas of assets, regeneration projects and commercial properties team.
- Lead on all property related matters, responsible for all processes, procedures and work standards within the specialist area, including ensuring Health and Safety compliance for General Fund assets.

Specific responsibilities

- Lead on the development and delivery of the Council's Asset Management and Property and Housing Development Strategy.
- Work closely with internal and external stakeholders to inform the development of key Council strategies.
- Lead on Regeneration Projects, inward investment and bid coordination.
- Take ownership of the development and delivery of the Council's commercial properties.
- Ensure effective use of Council assets to provide new retail and business space. Maximising the occupancy of existing assets for business use and promoting opportunities in other areas with office space.
- Facilitate improved business infrastructure.
- Communicate the Council's position in dealings with external partners, businesses, Government, and other agencies on particular asset and property issues.
- Speak on behalf of the Council in dealings with external partners, businesses, Government, and other agencies on a number of issues.
- Establish and maintain effective partnerships, both internally and externally, to support joined up services.
- Prepare and present committee reports.

General responsibilities in line with the Council's Leadership Competency Framework

Your service responsibilities:

- Deliver the Council's corporate priorities in compliance with all relevant policies, procedures, and regulations.
- Adopt a continuous improvement approach to develop and deliver services and projects.
- Translate corporate strategy and priorities into service delivery policies and procedures.
- Effectively commission and client manage services delivered by external parties on behalf of, or to the Council.
- Lead on policy, programme, project, performance and risk management within the service area(s) to reflect best practice and organisational learning.
- Manage the integrity and control of projects and programmes within the service area(s) in line with the corporate objectives and capacity to deliver.
- Communicate effectively with councillors, ensuring they are well briefed and engaged and representing services at Committee meetings.

- Lead and manage staff including setting clear targets and objectives and proactively managing workflow, priorities and performance and carrying out effective recruitment, induction, coaching, and ongoing staff management and development.
- Represent the Council in dealings with external partners, businesses, government, and other agencies.
- To responsibly manage budgets associated with this post, working in partnership with Finance to achieve value for money and robust financial management.

Your corporate responsibilities:

- Play a proactive, positive and engaged part in the Council's Extended Management Team (EMT), supporting corporate initiatives, corporate transformation and the overall management of the organisation.
- Visibly display and promote the Council's [values and behaviours](#) to all managers and staff, recognising examples of best practice and challenging managers and staff who fall short of what is expected of them.
- Supporting colleagues on EMT to deliver priorities, provide resilience and create a 'one team' culture.
- Support the development and delivery of the Council's channel shift and customer engagement strategies, ensuring they support service delivery and intelligence gathering.
- Substitute as necessary for colleagues on Extended Management Team.

Other responsibilities:

- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post.
- The post holder may be required to work evenings, weekends, and occasional public holidays, to meet the needs of all service users and stakeholders.
- Be part of the Emergency Out of Ours EMT Duty Rota.

Person specification

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> • Educated to degree level or other relevant qualification / experience. • Member of the Royal Institution of Chartered Surveyors (MRICS) or equivalent qualification. • Evidence of continuing professional development. 	<ul style="list-style-type: none"> • Project management qualification


Experience

Essential	Desirable
<ul style="list-style-type: none"> • Significant post qualification experience in a similar role. • Managing a real estate budget. • Managing a complex mixed-use property portfolio. 	<ul style="list-style-type: none"> • Working in a matrix environment where cross team and corporate working are essential. • Experience of climate change and its implications for asset management.

<ul style="list-style-type: none"> • Experience of commercial property management. • Delivery of capital projects. • Practical application of commercial landlord and tenant law. • Experience of leading on the formation of policy/service development and/or implementation. • Ability to carry out feasibility studies/development appraisals. • Knowledge of facilities management. • Understanding of building construction. • Knowledge of tendering and managing construction contracts. <p>Managing and delivering transactions including acquisitions, disposals, rent reviews, dilapidations, lease renewals and re-gears.</p> <p>Experience of service charges.</p> <p>General</p> <ul style="list-style-type: none"> • A successful track record as a senior manager in an organisation with accountability for a service or number of services. • Experience of working at senior management level, influencing, and providing guidance to a wide range of stakeholders. • Strategic thinking and skill in grasping complex issues, balancing multiple competing priorities, while keeping sight of the big picture to shape the Council's corporate plan. • Experience of leading, motivating and developing teams to deliver services and continuous improvement, recognising and addressing skills gaps across teams. • Developing and delivering service plans to achieve corporate objectives. • Successful development of organisations through the formulation of key policies, corporate objectives, commissioning, and strategy. • Evidence of using personal influence to implement innovation in the delivery of services, service improvement or other areas of organisational performance. • Planning and successfully delivering projects and programmes. 	<ul style="list-style-type: none"> • Experience of working with business improvement districts. • Commissioning and contract management.
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<ul style="list-style-type: none"> Managing conflicting priorities often under pressure. Experience of managing change and/or transformation. 	
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Key skills and knowledge

Essential	Desirable
<ul style="list-style-type: none"> This role will require the individual to demonstrate the appropriate Leadership Competencies, as set out here:  Leadership Competency Framework Understanding of the broad requirements of the data protection principles. A commitment to equality and diversity. 	<ul style="list-style-type: none"> An understanding of data management and architecture. An understanding of alternative methods of service delivery, including commissioning.

All EMT Posts are politically restricted.